

UNIT: _____

S	M	T	W	T	F	S
		*1	2	3	*4	5
6	7	8	9	10	*11	12
13	14	15	16	17	*18	19
20	*21	22	23	24	*25	26
27	28	29	30	⇒		

JANUARY

22 DAYS 176
HRS WORKED 160
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 180
+4

				31	*1	2
3	4	5	6	7	*8	9
10	11	*12	13	14	*15	16
17	*18	19	20	21	*22	23
24	25	26	27	28		

FEBRUARY

21 DAYS 168
HRS WORKED 150
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 170
+2

					*1	2
3	4	5	6	7	*8	9
10	11	12	13	14	*15	16
17	18	19	20	21	*22	23
24	25	26	27	28	*29	30
31						

MARCH

21 DAYS 168
HRS WORKED 160
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 160
-8

	*1	2	3	4	*5	6
7	8	9	10	11	*12	13
14	15	16	17	18	*19	20
21	22	23	24	25	*26	27
28	29	30				

APRIL

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

			1	2	*3	4
5	6	7	8	9	*10	11
12	13	14	15	16	*17	18
19	20	21	22	23	*24	25
26	*27	28	29	30	⇒	

MAY

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

					31	1
2	3	4	5	6	*7	8
9	10	11	12	13	*14	15
16	17	18	19	20	*21	22
23	24	25	26	27	*28	29
30						

JUNE

21 DAYS 168
HRS WORKED 160
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 160
-8

NAME: _____

EFFECTIVE DATE: _____

S	M	T	W	T	F	S
		1	2	3	*4	*5
6	7	8	9	10	*11	12
13	14	15	16	17	*18	19
20	21	22	23	24	*25	26
27	28	29	30	⇒		

JULY

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

				31	1	*2
3	4	5	6	7	8	*9
10	11	12	13	14	15	*16
17	18	19	20	21	22	*23
24	25	26	27	28	29	⇒

AUGUST

22 DAYS 176
HRS WORKED 180
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 180
+4

					30	31
1	*2	3	4	5	*6	7
8	9	10	11	12	*13	14
15	16	17	18	19	*20	21
22	23	24	25	26	*27	28
29	30					

SEPTEMBER

22 DAYS 176
HRS WORKED 160
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 170
-6

			1	2	3	*4
5	6	7	8	9	10	*11
12	13	*14	15	16	17	*18
19	20	21	22	23	24	*25
26	27	28	29	30	⇒	

OCTOBER

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

					31	*1
2	3	4	5	6	7	*8
9	10	*11	12	13	14	*15
16	17	18	19	20	21	*22
23	24	25	26	27	*28	29
30						

NOVEMBER

22 DAYS 176
HRS WORKED 150
HOLIDAY HRS 24
TE USED *4
TOTAL HRS 178
+2

1	2	3	4	5	*6	7
8	9	10	11	12	*13	14
15	16	17	18	19	*20	21
22	23	24	*25	26	*27	28
29	30	31				

DECEMBER

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4